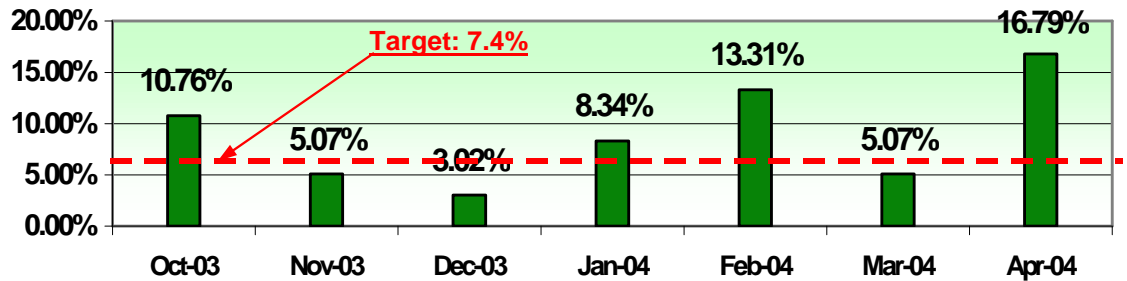


QC/QA NEWSLETTER

'To enrich lives through effective and caring service'

FOOD STAMP QC PAYMENT ERROR RATE FEDERAL FISCAL YEAR 2004



QC/QA ERRORS - FOOD STAMPS

QUICK TIPS

When a participant receives housing assistance, such as Section 8, HUD, etc., the amount the participant pays for rent is the amount input in the **Shelter/Utilities** screen in the Amount Paid and the Amount Billed fields. The amount in the Amount Paid and the Amount Billed fields should not be the amount that the housing assistance agency is paying to the landlord.

If a participant reports that she/he has utility bills in a nonhousehold member's name, it is advisable that the EW ask the participant if she/he is paying the utilities and to provide verification, such as:

- ▶ A cancelled check made payable to the housing or utility provider,
- ▶ A receipt from the housing or utility provider showing both the billing name and the name of the person making payment.
- ▶ A signed statement from the person named in the bill stating that the household is responsible for the bill.

For Food Stamps, worker's compensation benefits are considered unearned income.

Fluctuating income for QR purposes is when the frequency of pay will change throughout the QR Payment Quarter. The EW needs to verify the change with the participant and that he/she has provided all the documentation of the expected change.



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